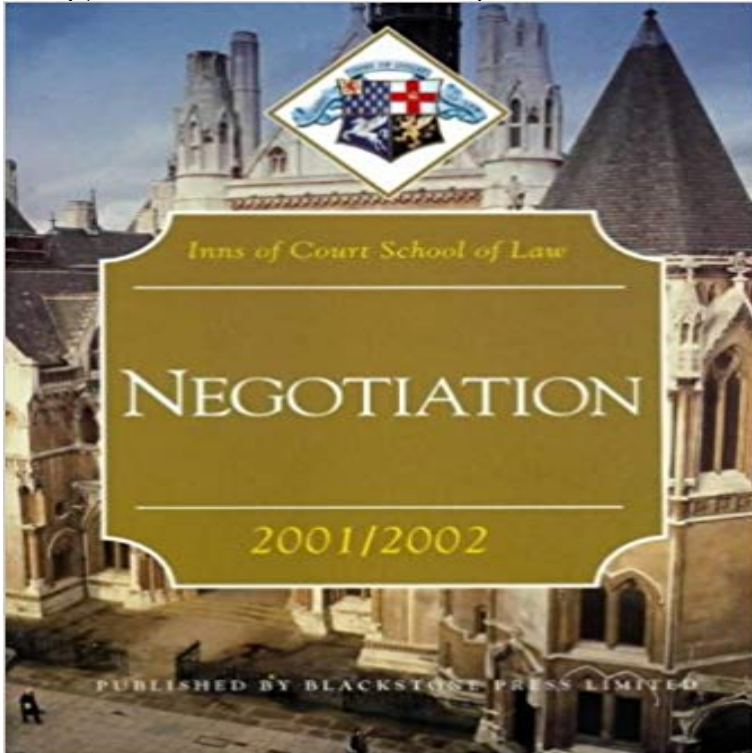


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Most lawyers, whatever their field of practice, negotiate with others to get their job done. Many lawyers will be involved in the legal negotiations that are an inevitable part of the litigation process. Negotiation skills are therefore a vital part of a lawyer's repertoire. Negotiating is a complex and challenging intellectual activity. It takes considerable skill and experience to get what you want from the different situations where negotiation skills are called for. Internationally it is recognised that negotiation skills can be taught, can be learned, and can be developed. This Manual gives the reader a thorough grounding in the theory of negotiation. It includes material on the different contexts and types of negotiation, the different bargaining strategies and tactics that can be used, the various techniques of persuasion, as well as insight into the different cognitive influences that can affect how we negotiate. Also included are practical chapters covering the basic methods of preparation that are required in order to negotiate successfully, including a detailed analysis of the negotiation process itself. There is helpful information on how to conclude a negotiation and the different methods of recording settlement terms, as well as coverage of some of the ethical considerations involved in legal negotiations. With coverage of the theory and the practice of negotiation, this Manual provides a comprehensive guide to those who use negotiation skills in their work.

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